



Application for a Temporary Field Permit (heliports)

Information required by Act 327 P.A. of 1945, as amended, to obtain a permit.

(1) If the owner of an aircraft uses, or proposes to use, an area or areas of land for temporary commercial operations, then the owner shall apply to the commission for a temporary field permit on forms furnished by the commission. (2) The commission shall receive the application at least 14 days before the date of requested issuance, accompanied by a \$50.00 fee. (3) The commission shall inspect the area or areas and if the area meets the minimum requirements of a licensed public use aeronautical facility (see reverse for licensing criteria), then the commission may issue a temporary field permit for a period not to exceed 120 days. (4) This rule shall not apply to facilities intended for the exclusive use of ultralights, balloons, or seaplanes. (Sec 259.254 of the Department of Transportation General Rules)

INSTRUCTIONS

1. Complete the information listed below.
2. The applicant needs to obtain permission from the property owner in writing. Property owner information (and signature) should be filled out by the property owner. Application will not be accepted unless an applicant and property owner's signature are included along with the \$50.00 permit fee.
3. A sketch of the facility must be included with this application. Space is provided on the back of this document for the sketch, or attach a drawing to the application. The sketch needs to show preferred ingress and egress paths for the heliport.

Return completed form to Michigan Department of Transportation, Airports Division, 2700 E. Airport Service Drive, Lansing, MI 48906-2171. Make check or money order for fees payable to State of Michigan. If you have any questions or require additional information, contact MDOT, Airports Division at 517-335-9679, or find it on the web at Michigan.gov/aero.

APPLICANT INFORMATION		MDOT USE ONLY
ASSOCIATED CITY	FACILITY NAME	DATE RECEIVED
FACILITY ADDRESS		AMOUNT
APPLICANT NAME	APPLICANT PHONE	DEPOSIT CODE
APPLICANT ADDRESS		INSPECTOR
DATES FACILITY WILL BE USED	PILOT NAME	PERMIT #
AIRCRAFT MAKE & N # (list all aircraft to be used)		
DESCRIPTION OF ACTIVITY		

I certify that this facility meets the minimum standards for a Temporary Field Permit listed on the back of this form.

OWNER SIGNATURE	DATE
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PROPERTY OWNER INFORMATION	
Permission is granted to use the property described above for commercial operations.	
PROPERTY OWNER NAME	TELEPHONE NUMBER
OWNER SIGNATURE	DATE

TEMPORARY FIELD SKETCH (required) Need to show preferred ingress and egress paths for the heliport

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Permit Requirements Checklist

A heliport shall meet all of the following requirements:

- ☐ Contain a length and width of the landing area of at least 1½ times the length of the helicopter using the facility.
- ☐ Contain at least 2 heliport approach surfaces free of obstructions. The heliport approach surface begins at the end of the heliport landing area with the same width as the landing area, and extending outward and upward for a horizontal distance of 4,000 feet where its width is 500 feet. The slope of the approach surface is 8 to 1. Two of the heliport approach surfaces provided shall be located to provide that their centerlines form an arc of not less than 90 degrees at their intersection. Each heliport approach surface shall provide an area suitable for an emergency landing during takeoff, climb-out, and landing.
- ☐ If a heliport is located on an elevated structure or roof, then the heliport shall comply with local building and fire codes. The landing area shall be designed to support 1.5 times the maximum gross weight of the largest helicopter authorized to use the heliport. When applying for a license, the applicant shall file a certificate signed by a professional engineer registered in this state, certifying structural compliance of the heliport.
- ☐ Contain a windcone or means of identifying wind direction.
- ☐ Ground level heliports shall have operational areas fenced or marked with caution signs to prevent the inadvertent or unauthorized entry of persons or vehicles.
- ☐ Signs indicating a heliport. The signs shall be located on the heliport's perimeter.
- ☐ Maintain a clearly marked automobile parking area.
- ☐ Maintain an itinerant aircraft parking area.
- ☐ Maintain a clearly marked entrance from a public road.
- ☐ A telephone that is available to the public 24 hours daily on the heliport and the telephone's location clearly indicated.
- ☐ An administration building or terminal building with sanitary facilities available to the public.